UCSF Faculty/Alumni House Rental Form

Name of Sponsoring Group or Department:

As the person responsible for this event, I acknowledge that I have read and fully understand the UCSF Faculty/Alumni House polices and procedures, and guarantee that all conditions will be met.

Name of Responsible Party:

UCSF Employee ID#: Email:

Phone: Fax: Campus Box #:

Alternative Contact: Phone: Email:

Requested Date of Reservation:

Event Time Frame: AM PM to AM PM Access Time AM PM
Note: There is no access to the house before 8AM or after 10PM

Area to be reserved:
Downstairs Dining Room Iota Room Courtyard Kitchen 2nd Floor Conference Room

Event Title, or Purpose of Event:

Estimated Attendance (may not exceed 150):

UCSF Account/Fund to be Charged: 433320
Fund(5) DPA(6) Pgm Code(5) Fund Yr Speedchart(10)

Sound System (optional): Podium Stand-up Microphone
To be Set-up in: Foyer Dining Room Living Room

Audio Visual Needs: In-house LCD Projector (Power Point Presentations, etc.) Internet Connection
For other A/V equipment call classroom support 415-476-4310

Plan to use house stereo system?: Yes No

Musical Selection (on CD's): Classical Jazz Christmas Will supply our own
Location: Foyer Dining Room Living Room

House Approved Caterers:
(scroll list for choices) Click here to scroll through this list...

Time Caterer Will Arrive: AM PM

Serving Alcohol: Yes No

Optional Services (additional charge): LCD Projector (Power Point etc.) Internet Connection
Telephone for Conference Call phone-a-thon phone bank /10 lines Duraflame log for fireplace